

## Publications Management

### PUBLICATIONS AND BLANK FORMS MANAGEMENT

CAPR 5-4, 1 January 1996, is supplemented as follows:

**3.a. (Added) Additional publications.** Commanders who elect to publish supplements to regulations, supplements, operating instructions or pamphlets must submit all proposed publications to HQ CAWG/DA for review and approval by the appropriate OPR and the wing commander. When approved and published, the unit will provide two copies to HQ CAWG/DA.

**5.a. (Added) Personal use.** Individuals who desire CAWG publications for their personal use, or units or other organizations desiring extra copies, may purchase them from CAWG/DA. No automatic subscription service to all publications is available from HQ CAWG. However, the CAWG all unit mailing is available by subscription. The latest price will apply to orders at the date received by HQ CAWG.

**5.b. (Added) Ownership of publications.** Publications sent to unit headquarters are the property of Civil Air Patrol and are provided for the use of the unit receiving such publications. Such unit publications are not the property of the unit commander or any other member assigned to the unit. It is the commander's responsibility to ensure that all CAP and CAWG publications remain with the unit HQ files. Any unit requesting additional copies of CAWG publications shall be required to purchase said publications.

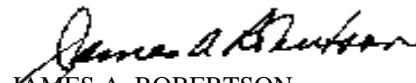
**6.e. (Added) Order CAWG forms.** When ordering CAWG forms and publications, use CAPF 8, *Requisition for Publications and Blank Forms*. Forward two copies to CAWG/DA. Publications and forms may be ordered in the same sequence as they appear in the appropriate index (0-2 Supp 1 or 0-9 Supp 1). Replacement publications ordered outside of normal distributions are available for purchase only. Publication requisitions received without payment enclosed will be returned without action. Make checks payable to California Wing, Civil Air Patrol. Do not send cash. Do not order CAP (national) forms from CAWG. Only one copy of forms ordered on CAPF 8 will be provided per order, except for multiple copies of purchased items for which payment is enclosed.

**6.f. (Added) Mission forms.** Mission forms are normally distributed by special requisitions to mission coordinators. Organizations and units requiring mission forms to support training activities may request them on CAPF 8, prepared as described in paragraph 6.e. Enclose a letter or justification, or describe the training activity in the "Remarks" section of CAPF 8.

**7.a. (Added) Reproduction of blank CAWG forms.** Unless otherwise indicated in CAWG Supp 1 to CAPR 0-9 or on the form itself, all CAWG forms, including mission forms, may be reproduced locally. Be sure to use high quality copier and copy two-sided forms on both sides, as in the original.

OFFICIAL

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#### SUMMARY OF CHANGES

This revision updates the format and corrects the header.

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